



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0404N19

PROJECT COORDINATOR (PC)
Telecommunications/Network Technician IV

Opening Date: April 24, 2019 **Closing Date:** Open Until Filled

Salary: \$47,892 - \$59,865 - \$71,838 per year (Minimum – Midpoint – Maximum)
Pay Grade 16*

Recruiting for: **Administrative Office of the Courts, Judicial Information Center**

Location: New Castle County **(Please check this location on your application)**

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: The project coordinator is responsible for aiding the project manager with daily tasks, and will be an effective member of the PMO team responsible for overseeing/managing and executing project management duties. In this role, you will be working with the Delaware Courts IT division to triage requests; working with a variety of resources including business analysts to capture project scope and requirements and establish prioritization. Projects will vary in technical scope, but will always involve IT. Responsibilities include but are not limited to:

- Conducting business scenario meetings with cross-functional teams, understanding and documenting their processes, creating business requirements.
- Communicating project status and coordinating resources to move efforts forward while keeping projects on schedule and within scope.
- Reviewing and analyzing daily system production tickets, working with the business analysts and developers to identify process for addressing each ticket based on priority and scope. Creating business requirements, providing testing support, and performing UAT testing.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

- 2-4 years’ experience managing small to medium size projects using SDLC process;
- Work experience with agile and waterfall project management methodologies;
- Ability to operate in a multi-faceted and constantly changing environment;
- Ability to keep the client experience in mind through all phases of a project;
- Experience with MS Office 2016 or later including Microsoft Project;
- Excellent written and verbal communication skills;
- Must be team oriented with the ability to collaborate across technical and non-technical resources;
- Must have strong analytical skills and pay close attention to detail;
- Must be very organized with documentation, schedules, and relationships.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.

- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer